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## BUDGET UNIT BRIEF – FY 2023

Fiscal Services Division

July 1, 2022



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Ground Floor, State Capitol Building

Des Moines, Iowa 50319

515.281.3566

### Department of Public Safety Administrative Services Division

#### Purpose and History

The Administrative Services Division provides support services to the Iowa Department of Public Safety (DPS) as well as direct services to criminal justice agencies statewide and the citizens of Iowa. This Division is comprised of three bureaus:

**Program Services Bureau:** Administers the Licensing and Employee Identification Program for private security, private investigation, and bail enforcement agencies and their employees; coordinates the issuance of weapons permits statewide; and collects data via the incident-based reporting system for the Uniform Crime Report.

**Information Technology Solutions Bureau:** Coordinates computer-related operations by providing, maintaining, and securing the data and telecommunications infrastructure for the Department through data processing, office automation services, and intersystem communication. The Bureau also provides services to the statewide law enforcement community through the Iowa On-line Warrants and Articles (IOWA) System. The IOWA System is a computer network that provides access to a wide variety of information for police departments, sheriff's offices, Iowa courts, county attorneys, federal law enforcement agencies, and various other criminal justice and public safety agencies throughout Iowa. Such data includes wanted and missing persons, stolen vehicles and articles, protective orders, sex offenders, motor vehicle registration files, driver's license records, and criminal history records. During FY 2021, over 100 million messages were processed through the IOWA System.

**Finance Bureau:** Provides financial support services to all divisions within the DPS. These include preparation of the Department's annual budget request, accounting services including claims processing and purchasing, payroll, and human resources services. The Finance Bureau prepares monthly financial statements reflecting the estimated financial position for each of the divisions. In addition, the Bureau administers the Peace Officers' Retirement, Accident, and Disability System.

#### Funding

Approximately 67.0% of the funding for the Administrative Services Division is received from the State General Fund appropriation. An additional \$1.8 million (25.0%) is received through fees charged to criminal justice agencies at the municipal, county, State, and federal levels for the use of the IOWA System and the National Criminal Information Center (NCIC) System. The fees charged reimburse the Information Technology Solutions Bureau for the costs of providing data lines, routers, and security for the submission of criminal history information and the ability to search criminal and traffic records. The fees charged also cover the salaries of employees maintaining the IOWA System as well as the training

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#### More Information

Department of Public Safety — Division of Administrative Services:

[dps.iowa.gov/divisions/administrative-services](https://dps.iowa.gov/divisions/administrative-services)

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of dispatchers and other system users. The fees are based in part on the type of connection that the jurisdiction uses and on the number of messages associated with its account.

The Division also receives fees for the issuance of weapons permits and for the licensure of private investigative and security agencies. The fees collected reimburse the Division for the costs of weapons permit forms, identification cards, and the nationwide criminal history check conducted through the Federal Bureau of Investigation (FBI), as well as the costs of providing guidance to sheriff's offices and federal firearms licensees regarding the application of Iowa Code chapter [724](#) and United States Code Title [18](#).

**Other States**

Fee structures for the NCIC connectivity vary widely from state to state. Most states have some mechanism that measures the level of activity, such as the number of terminals used, the number of messages, or the number of trained users. Most also have some sort of a flat fee component to ensure that fixed costs are covered to some extent by a consistent revenue stream. In a few states, the general assembly appropriates funding for 100.0% of the operations.

**Related Statutes and Administrative Rules**

Iowa Code chapters [80](#) and [724](#)  
Iowa Administrative Code [661](#)

**Budget Unit Number**

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